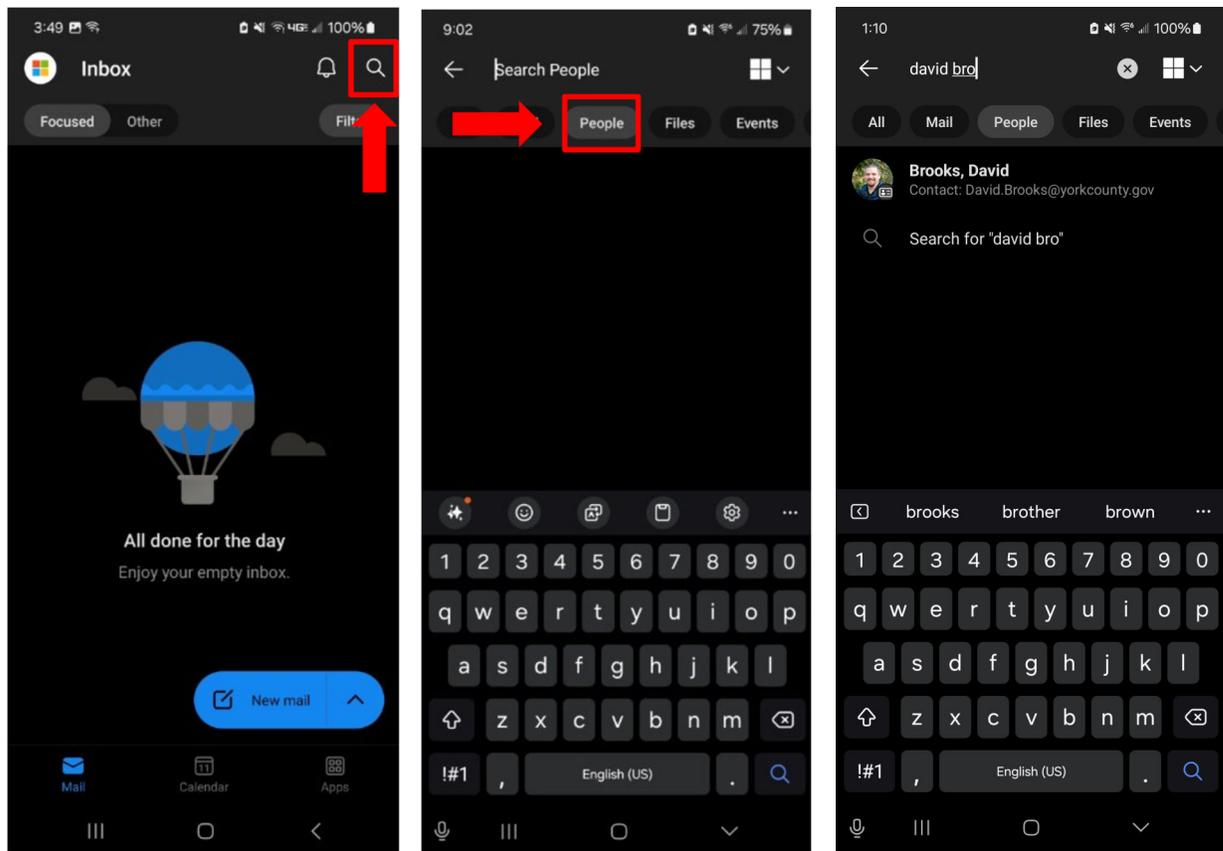


# Navigating Outlook Mobile

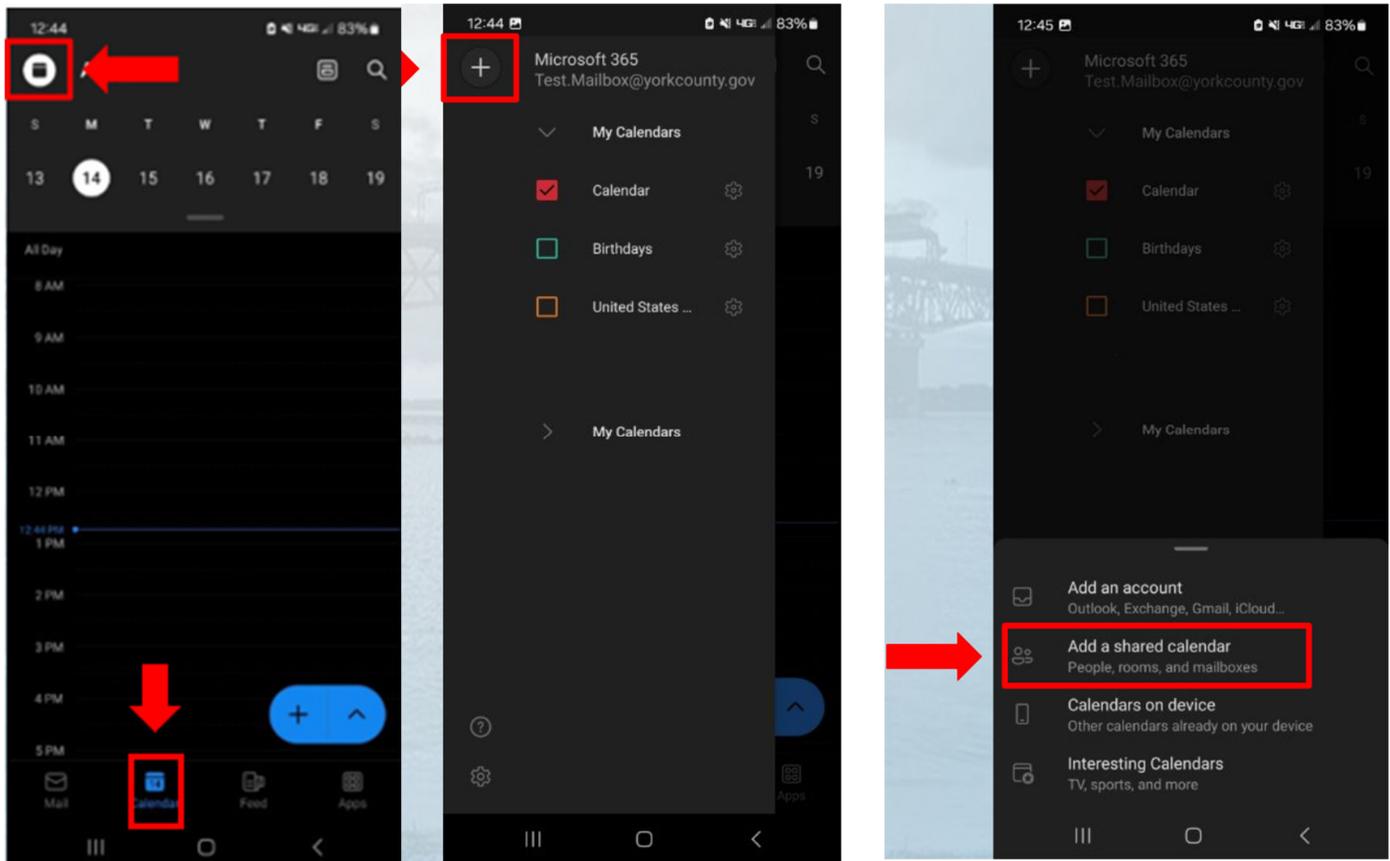
## People Search:

- Select the magnifying glass at the top right of the Outlook home screen.
- Select the “People” option below the search bar.
- Begin typing the name or email you want to search for. Outlook will show results based on what you type in.

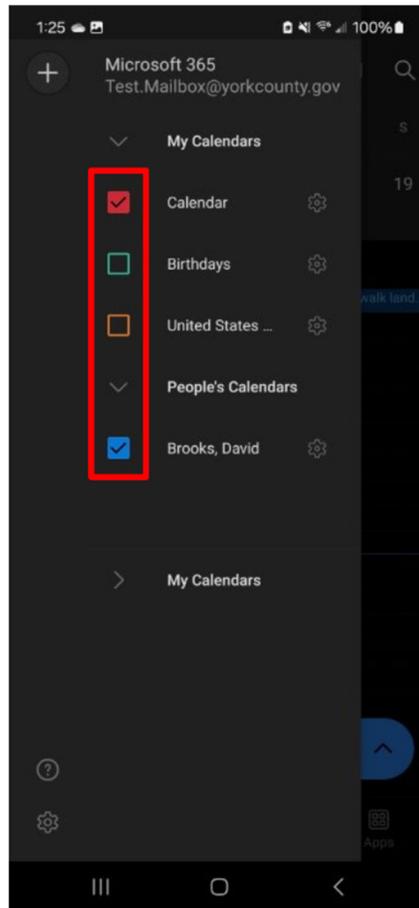
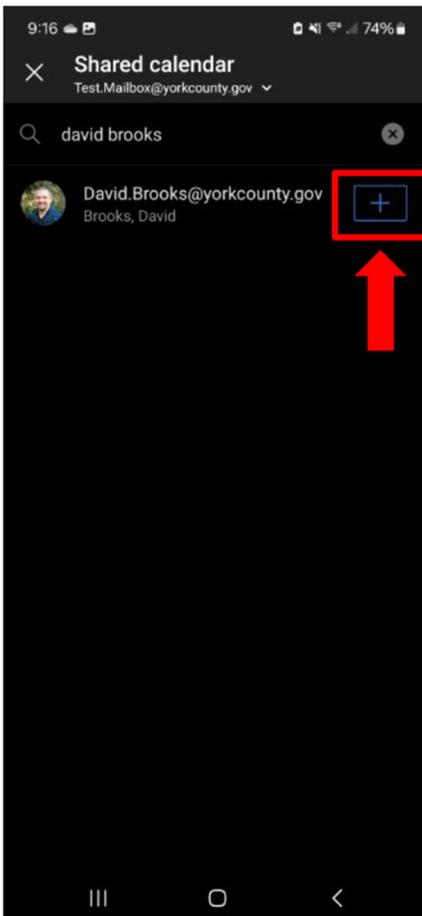


## Adding Calendars:

- Select the Calendar view from the bottom pane
- From there select the profile icon in the top left of the app.
- Select the  icon from the ribbon.
- Choose “Add a shared calendar” from the listed options.

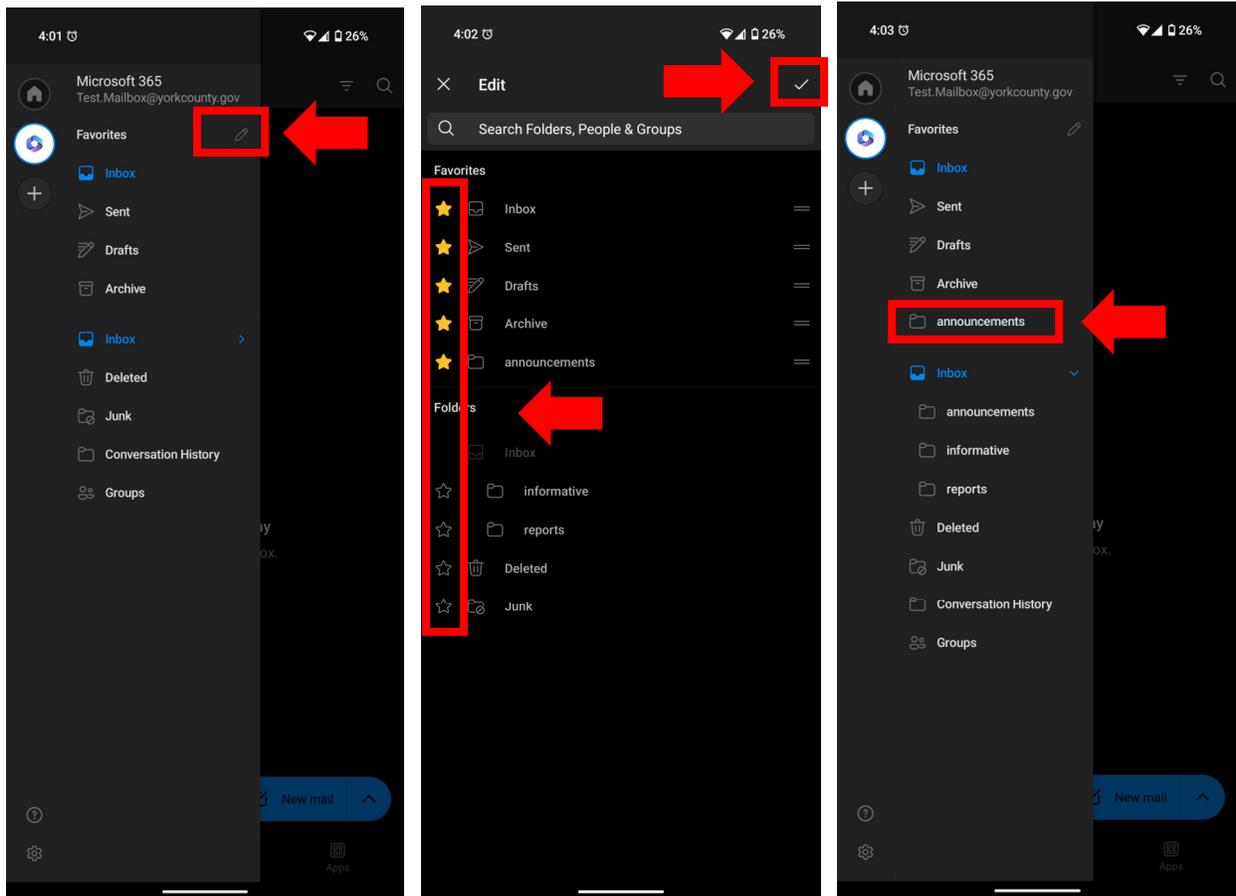


- Search for the person or calendar you are looking for.
- Select the blue “+” icon next to their calendar.
- The calendar will appear in the list on the left-hand pane.
  - You can toggle the view of each calendar based on your viewing needs.



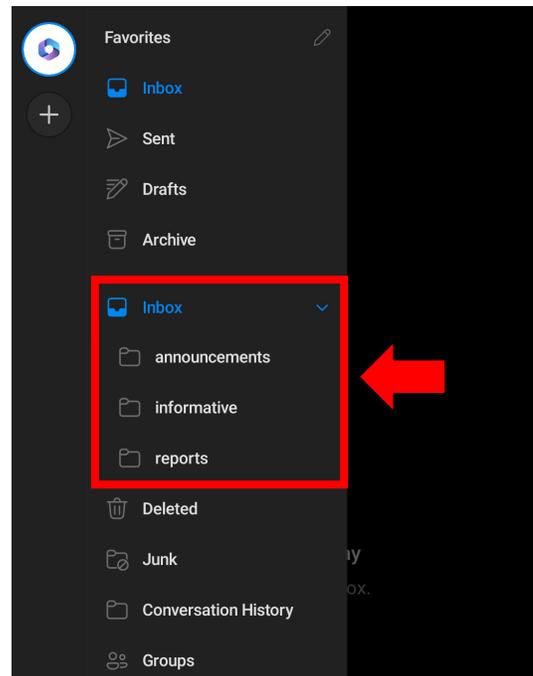
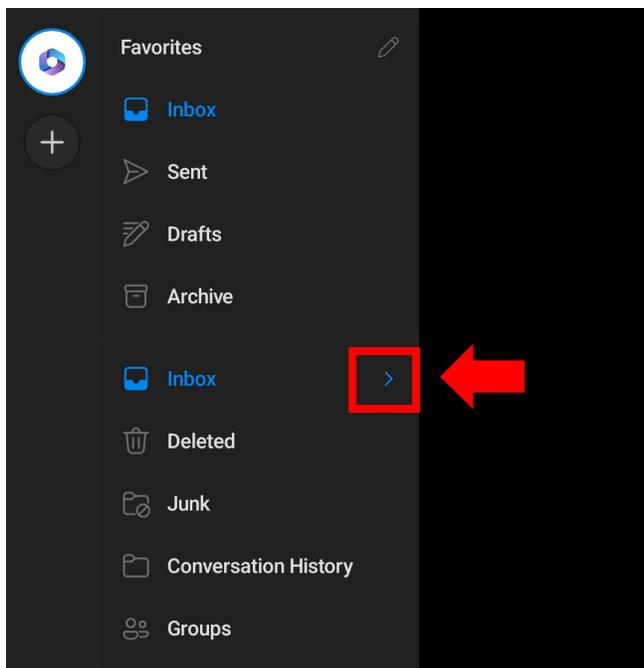
## Displaying Favorites:

- From the side panel select the edit icon next to “Favorites”.
- In the edit menu you can:
  - Add/remove folders. A yellow star means it will appear in your favorite’s menu.
  - Change the order of your favorite folders.
  - Search your Folders, People, or Groups to add.



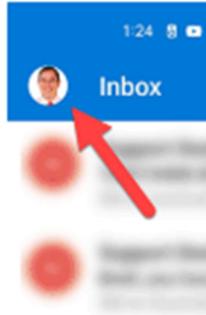
## Displaying Subfolders:

- Select your profile icon at the top-right of the screen.
- Next select the arrow icon next to the folder that contains subfolders.
- Any subfolders will become visible within the selected folder.

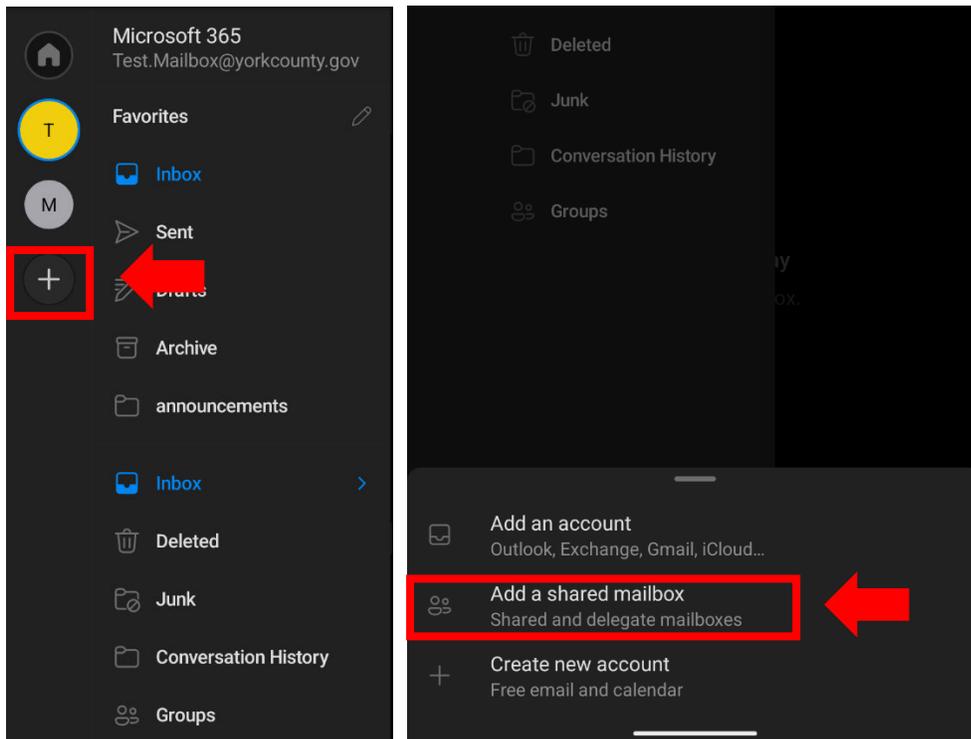


## Adding Shared Mailbox:

- From the side menu select the profile icon in the upper left corner.



- Select the plus icon, it should look like this  or .
- Select “Add a shared mailbox”.
  - If signed in with multiple accounts, select the account that has access to the shared mailbox.



- Type in the name of the shared mailbox you want to add, then hit “continue”
- The shared mailbox will appear listed with your other email accounts.

